

Attachment B

Form of Offer Letter and Bid Form

Bidder's Letterhead

Form of Offer Letter and Bid Form

Date

District of Columbia Department of General Services
2000 14th Street, NW, 8th Floor
Washington, DC 20009

Attention: Mr. Christopher Weaver
Acting Director

Reference: Invitation for Bids (IFB) **DCAM-16-NC-0018**
Janitorial Services

Dear Mr. Weaver:

On behalf of Insert Bidder's Legal Name (the "Bidder"), I am pleased to submit this Bid in response to the Department of General Services' (the "Department" or "DGS") Invitation for Bids (IFB) DCAM-16-NC-0018 to provide Janitorial Services. The Bidder has reviewed the IFB and the attachments thereto, any addenda thereto (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Bidder, in its sole judgment, has deemed necessary in order to submit its Bid in response to the IFB. The Bidder's Offer Letter is based on the Bid Documents as issued and assumes no alteration of the terms of the Bid Documents. (Collectively, the Bid Form and the Offer Letter are referred to as the "Bidder's Bid".)

Insert Bidder's Name proposes to provide the required services for the District.

The Bidder's Price Proposal is as follows:

\$ (see attached Bid Form)

The Bidder acknowledges and understands that the Contract awarded will be a firm fixed unit price contract and that the Bid Form has firm, fixed monthly prices intended to be Bidder's sole compensation for the services required.

The Bidder's Bid is based on and subject to the following conditions:

1. The Bidder agrees to hold its Bid open for a period of at least one hundred twenty (120) days after the date of the Bid.
2. Assuming the Bidder is selected by the Department and subject only to the changes requested in paragraph 5, the Bidder agrees to enter into a Contract with the Department on the terms and conditions described in the Bid Documents within ten (10) days of the notice of the award.
3. Both the Bidder and the undersigned represent and warrant that the undersigned has the full legal authority to submit this Bid Form and bind the Bidder to the terms of the Bidder's Bid. The Bidder further represents and warrants that no further action or approval must be obtained by the Bidder in order to authorize the terms of the Bidder's Bid.

4. The Bidder hereby represents and warrants that they have not: (i) colluded with any other group or person that is submitting a Bid in response to the IFB in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a Bid in response to the IFB; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.
5. The Bidder hereby certifies that neither it nor any of its subcontractors have entered into any agreement (written or oral) that would prohibit any Contractor or subcontractor that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the Contract.
6. This Bidder's Bid including the Bidder's prices submitted on the Bid Form are being submitted on behalf of (Insert Bidder).

Sincerely,

By: _____

Name: _____

Its: _____

Janitorial Services Base Year

Aggregate - Group 1

[illegible]

Aggregate - Group 2

[illegible]

Aggregate - Group 3

CLIN	DPR Facilities	Address	Weekly Schedule	Size of Facility (SF)	No. of Kitchenettes	No. of Bathrooms	Monthly Cost	Quantity (Per 12 Months)	Total Price (Monthlyx 12)
0003	Turkey Thicket Recreational Center	1100 Michigan Avenue, NW	Mon - Fri.	26,744	1	5	\$	12 Months	\$
0003	North Michigan Park Community Center	1333 Emerson Street, NE	Mon - Fri.	15,950	1	6	\$	12 Months	\$
0003	Trinidad Recreational Center	1310 Childress Street, NE	Mon - Fri.	20,644	1	3	\$	12 Months	\$
0003	Langdon Park Community Center	2901 20th Street, NE	Mon - Fri.	20,644	1	4	\$	12 Months	\$
								TOTAL AGGREGATE PRICE	\$

Aggregate - Group 4

[illegible]

**ATTACHMENT B
BID FORM**

Janitorial Services

Option Year 1

Aggregate - Group 1

CLIN	DPR Facilities	Address	Weekly Schedule	Size of Facility (SF)	No. of Kitchenettes	No. of Bathrooms	Monthly Cost	Quantity (Per 12 Months)	Total Price (Monthly x 12)
0001	Benning Park Community Center	Southern Ave. & Fable Street, NE	Mon - Sat.	22,246	1	6	\$	12 Months	\$
0001	Deanwood Recreational Center	1350 49th Street, SE	Mon - Sat.	63,000	1	8	\$	12 Months	\$
0001	Rosedale Recreation Center	1701 Gales Street, NE	Mon - Sat.	16,416	1	4	\$	12 Months	\$
0001	Bald Eagle Recreational Center	100 Joliet Street, SW	Mon - Fri.	22,055	1	6	\$	12 Months	\$
TOTAL AGGREGATE PRICE									\$

Aggregate - Group 2

CLIN	DPR Facilities	Address	Weekly Schedule	Size of Facility (SF)	No. of Kitchenettes	No. of Bathrooms	Monthly Cost	Quantity (Per 12 Months)	Total Price (Monthly x 12)
0002	Columbia Heights Community Center	1480 Girard Street, NW	Mon - Sat.	40,517	1	9	\$	12 Months	\$
0002	Chevy Chase Community Center	5601 Connecticut Avenue, NW	Mon - Sat.	32,527	1	9	\$	12 Months	\$
0002	Guy Mason Recreation Center	2600 Calvert Street, NW	Mon - Sat.	9,354	1	4	\$	12 Months	\$
0002	Kennedy Recreation Center	1407 7th Street, NW	Mon - Sat.	17,262	1	3	\$	12 Months	\$
TOTAL AGGREGATE PRICE									\$

Aggregate - Group 3

CLIN	DPR Facilities	Address	Weekly Schedule	Size of Facility (SF)	No. of Kitchenettes	No. of Bathrooms	Monthly Cost	Quantity (Per 12 Months)	Total Price (Monthly x 12)
0003	Turkey Thicket Recreational Center	1100 Michigan Avenue, NW	Mon - Sat.	26,744	1	5	\$	12 Months	\$
0003	North Michigan Park Community Center	1333 Emerson Street, NE	Mon - Sat.	15,950	1	6	\$	12 Months	\$
0003	Trinidad Recreational Center	1310 Childress Street, NE	Mon - Sat.	20,644	1	3	\$	12 Months	\$
0003	Langdon Park Community Center	2901 20th Street, NE	Mon - Sat.	20,644	1	4	\$	12 Months	\$
TOTAL AGGREGATE PRICE									\$

Aggregate - Group 4

CLIN	Locations/Property	Address	Weekly Schedule	Size of Facility (SF)	No. of Kitchenettes	No. of Bathrooms	Monthly Cost	Quantity (Per 12 Months)	Total Price (Monthly x 12)
0004	Palisades Community Center	5200 Sherier Place, NW	Mon - Sat.	6,625	1	2	\$	12 Months	\$
0004	Takoma Recreation Campus	300 Van Buren Street, NW	Mon - Sat.	8,298	1	8	\$	12 Months	\$
0004	Lamond Recreational Center	20 Tuckerman Street, NE	Mon - Sat.	14,102	1	2	\$	12 Months	\$
0004	Riggs LaSalle Community Center	501 Riggs Road, NE	Mon - Sat.	16,340	1	2	\$	12 Months	\$
TOTAL AGGREGATE PRICE									\$

GRAND TOTAL AGGREGATE PRICE FOR OPTION YEAR 1 CLINs 0001 - 0004 \$

